

Your COVID-19 Checklist

Immediate business actions for a safe and successful restart

As we enter the next phase of the COVID-19 pandemic, businesses need to be ready for the aftershocks of the crisis. Transitioning into the “next normal” will require a review and reboot of operational plans and capabilities. The speed and steps needed to restart will be different for each business sector and region. This checklist focuses on the key actions that will help you to adapt quickly and efficiently.

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Your action	Resources
<p>Jobkeeper Payment eligibility changed – Take action now!</p> <p>If your business is accessing the JobKeeper Payments system, the rules around which employees are eligible have changed with immediate effect. This means that you need to take action now.</p> <p>The key change to the JobKeeper rules is that the previous 1 March 2020 employee eligibility date has been updated to 1 July 2020. This means that more of your employees may now be eligible for JobKeeper. Because the ‘one in, all in’ principle applies for JobKeeper, if you don’t act now to see if more of your employees are eligible, you could be putting at risk your business’ eligibility for the JobKeeper Payments.</p> <p>To assist you in taking the necessary actions by the relevant times, we’ve prepared this handy checklist:</p> <ol style="list-style-type: none"> 1. Immediately review your list of employees . Find out how > 2. By 21 August 2020 send out notifications. Find out how > 3. By 31 August 2020 make top-up payments to all eligible employees. Find out how > 4. By early September 2020 prepare your August declaration. Find out how > 5. Ongoing monitoring of September 2020 quarter turnover. Find out how > 	 <p>READ Jobkeeper Payment eligibility changed – Take action now</p>
<p>Review Casual Work Arrangements in light of ASIC focus areas</p> <p>In a recent court case Federal Court of Australia Workpac Pty Ltd v Rossato an employee that had previously been considered by their employer to be a casual employee was found not to be a ‘genuine casual employee’ and was therefore entitled to annual leave, personal leave, compassionate leave, etc in the same way as a permanent employee. It was also found that the higher pay rate received (casual loading) could not be used to offset leave entitlement obligations.</p> <p>As a consequence, ASIC has updated their guidance on ASIC focus areas for 30 June 2020 to indicate that companies should provide for additional employee entitlements for past and present ‘casual’ employees who were employed in circumstances covered by the Federal Court cases.</p> <p>What you should do:</p> <ul style="list-style-type: none"> • Review your casual employment arrangements. • Consider whether additional provisions for employee entitlements are required at 30 June 2020. • Consider whether additional disclosures for contingent liabilities are required in your financial statement for 30 June 2020. 	 <p>READ: Federal Court of Australia Workpac Pty Ltd v Rossato</p> <p>Federal Court of Australia Workpac Pty Ltd v Skene</p> <p>ASIC focus areas for 30 June 2020</p>

<ul style="list-style-type: none"> Given the complexities of the principles in the legal cases, consider seeking legal advice. We would be happy to suggest several firms that can help you navigate through these new considerations. 	
<p>Keep an eye on your work from home expenses</p> <p>With a significant number of employees and business owners working from home as a result of COVID-19, the ATO introduced the Shortcut Method to provide taxpayers another means of calculating the tax deduction for home office running expenses.</p> <p>The Shortcut Method allows you to claim 80 cents for each hour you worked from home in the 2019 – 2020 income year during the period of 1 March 2020 to 30 June 2020 as long as they:</p> <ul style="list-style-type: none"> Where working from home to fulfil your employment duties and not just carrying out minimal tasks such as occasionally checking emails or taking calls Incurred additional running expenses as a result of working from home. The shortcut method doesn't require you to have a dedicated work area, such as a private study. However, the range expenses that can be claimed is limited. <p>You now have the option to calculate expense based on three different methods:</p> <ul style="list-style-type: none"> The Shortcut Method The Fixed Rate Method The Actual Cost Method <p>Each method allows taxpayers to claim a different rate, for a different range of expenses, and have different eligibility requirements. The most appropriate method for you or your employees will depend on your unique circumstances.</p> <p>We would recommend that you consider the differences between each of the methods as the shortcut method while simpler, may reduce the ability to claim expenses such as mobile phone and internet costs. It may also be that taxpayers will use a combination of methods for the different periods of the year. Considerations include:</p> <ul style="list-style-type: none"> The number of hours you worked from home. If you have a dedicated home office or study area. The extent of your expenses such as (phone, internet, utilities, equipment and computer consumables). <p>Contact our team to discuss which method is most appropriate for your circumstances.</p>	 <p>READ: Working from home during COVID-19</p>
<p>Read the Previous Checklist here ></p>	

Additional resources

- [Can you afford your retirement lifestyle?](#)
- [Australian Stimulus Package FAQs](#)
- [Western Sydney Business Connection & Manufacturing Opportunities](#)
- [COVID-19 Business Actions video series:](#)
- [Your Business Revival Guide](#)
- [EOFY Tax and Financial Reporting Guide](#)

We're here for you

While the impact of COVID-19 is being felt in Australia and across the world, we're well placed to help you through this challenging time. We've supported our clients and community through times of change for over 125 years. COVID-19 represents another seismic change; one we're ready to tackle head on. With a history of evolution, William Buck continues to grow and adapt to provide the best advice and services we can to our clients in the middle market.

Our team are 'all in.' They're working tirelessly to support clients through this time and to bring you the latest news and advice. Should you need any additional support, please contact your local advisor.

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